



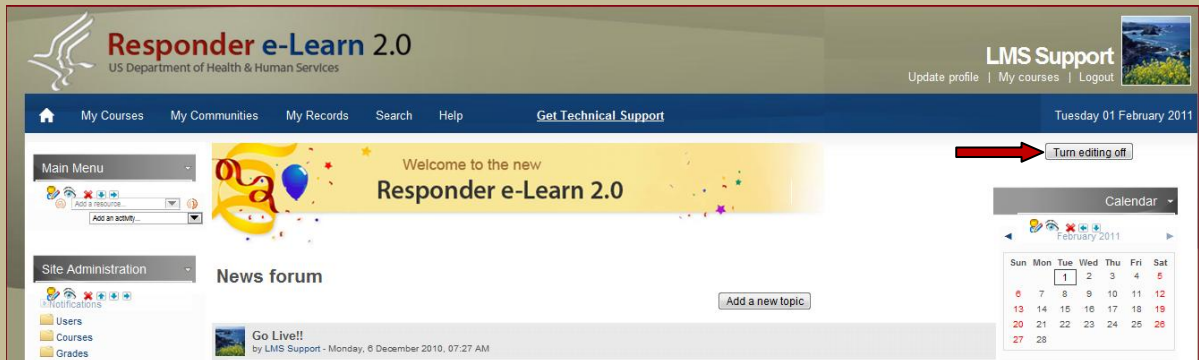
How to Rearrange Content On a Page

Step 1 Log into: <http://www.Respondere-Learn.com>

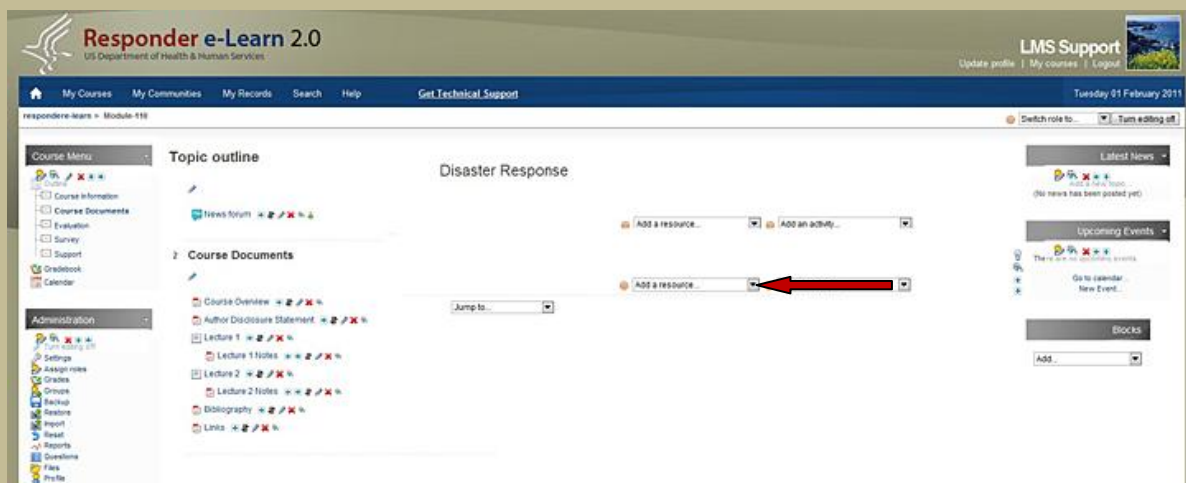
Step 2 Navigate to the course you would like to edit.

Step 3

- Click on the button “Turn editing on” so it reads “Turn editing off.” (This button is located in the upper right-hand corner under the login fields, on the blue menu bar.)



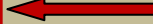
- Once the editing button has been selected, the editing icons and “Add a resource...” drop down fields appear.



- Below is a magnified image of the editing features shown above:



Editing Icons



- Each editing icon represents the following action:

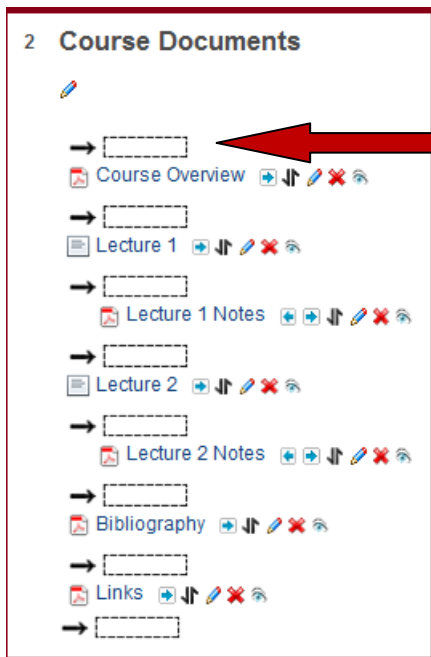
	Move text left or right
	Move text up or down
	Update, edit content
	Delete content
	Hide content

Icon for moving content up and down the page




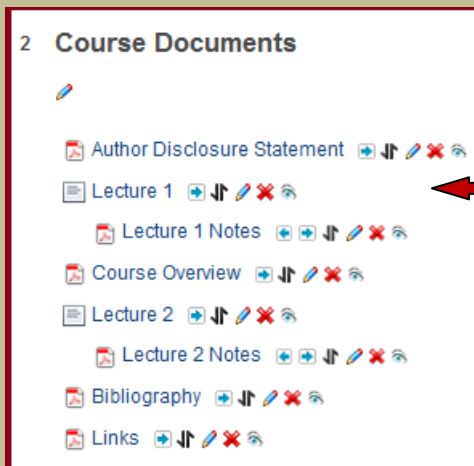
Step 4

- Click on the icon next to the content you'd like to rearrange. Upon clicking, you'll notice location boxes (→) have been added in between each row, permitting you to move the content into its new location.



Step 5

- Click on the location of the editing box →  where you'd like to move the content to, and now the content has been moved up or down the page in accordance to your selection.



- Repeat these steps until you're rearranged the content on the page to your liking.

Step 6

"Turn editing off" if you are satisfied with the content placement.